



## DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE SPACE COMMAND

MEMORANDUM FOR AFSPC CONS/CCs  
SMC/PK

9 Jan 2004

FROM: HQ AFSPC/PK  
150 Vandenberg St, STE 1105  
Peterson AFB, CO 80914-4350

SUBJECT: Information Letter 2004-04, Standard Procurement System (SPS) Data Back-up and Disaster Recovery Plan

1. This letter is directive in nature for all AFSPC contracting offices that use SPS.
2. In the event of a system failure or a catastrophic event the ability to recover SPS data is critical. The following procedures will ensure standardized back-up timeframes and will reduce downtime should you experience a system failure or catastrophic event.
3. A complete server backup will be performed once everyday (Mon, Tues, etc), again for the weekly (Friday evening), and again for the monthly (on the last day of the month unless it is a weekend, then the last Friday of the month). Retention for the backups will follow standard Federal Acquisition Regulation guidelines. Weekly and monthly backups will be stored at an off-site location to ensure recovery capability in the event of an emergency or disaster.
4. Disaster recovery plans will be developed at each location. Each plan will have as a minimum:
  - a. Primary and alternate site locations identified
  - b. The location of your back-ups
  - c. A Memorandum of Agreement between your organization and both the primary and alternate sites outlining the level of support required to recover your location
5. For any questions, my POC is Mr. Rick Myers at DSN 692-5782 or e-mail at [rick.myers@peterson.af.mil](mailto:rick.myers@peterson.af.mil).

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